
**CAREER OPPORTUNITY
UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA**

ANNOUNCEMENT NO:	06-03	DATE: May 5, 2006
POSITION TITLE:	CLERK OF COURT	ADDRESS APPLICATIONS TO:
DUTY STATION:	Indianapolis, Indiana	U. S. Bankruptcy Court Southern District of Indiana ATTN: Human Resources P. O. Box 44978 Indianapolis, Indiana 46244
START DATE: August - October 2006		
CLOSING DATE FOR RECEIPT OF APPLICATIONS: June 15, 2006		

NOTICE OF VACANCY

DUTIES AND RESPONSIBILITIES: The Clerk of Court is appointed by the Judges of the Court. This is a high-level management position which functions under the direction of the Chief Judge. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. The position entails a large number of administrative and managerial functions, including, but not limited to: consulting with and making recommendations to the judges regarding court policies and procedures; hiring and assigning personnel; preparing and managing the annual budget; working with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal and personnel; managing and supervising the court's activities in purchasing and financial management; managing and supervising the court's activities in the processing of bankruptcy cases and adversary proceedings; overseeing space and facilities; coordinating the court's information technology systems and traveling periodically to the three divisional offices in New Albany, Evansville and Terre Haute, Indiana.

SALARY RANGE: JSP 16 - 17 (\$121,111 - \$151,106) Salary for this position includes locality pay and will be commensurate with experience, education and qualifications.

EXPERIENCE: General - A minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. Management Responsibility - At least three of the ten years experience must have been in a position of substantial management responsibility that demonstrates a knowledge of applied technology and an enthusiasm for innovation. Experience in maintaining relationships with court units, the Administrative Office of the U.S. Courts and the Federal Judicial Center is preferred. Experience in court management, including experience in personnel development, fiscal management and court operations, is preferred. Knowledge of the Bankruptcy Code, BAPCPA, and rules is preferred.

PRACTICE OF LAW: An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

PERSONAL CHARACTERISTICS: As Clerk of Court, the incumbent takes considerable initiative and serves as a catalyst for change in advancing the bankruptcy system. The Clerk of Court manages, directs and coordinates multiple tasks, activities and functions to improve the administration of bankruptcy cases and administrative services to the Court through the delivery of technical assistance, authoritative information on bankruptcy law, project management, stewardship and fostering new partnerships. Recognized as a leader, the Clerk of Court must demonstrate proven skills in problem solving, organizational prioritizing and staff motivation. Understanding the use of technology in the workplace and the ability to effectively communicate both orally and in writing are essential.

(Over for additional information)

The United States Bankruptcy Court offers benefits to full-time employees which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (depends on length of federal service)
- Paid sick leave
- Medical and life insurance options
- Thrift savings (retirement) plan with Government matching contributions
- Credit union participation
- Flexible spending accounts for child/dependant care and medical expenses
- Mass transportation subsidy
- Long-term care insurance.

The United States Bankruptcy Court is part of the Federal Judiciary. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits and retirement benefits, the Clerk of Court position is an EXCEPTED service appointment. The Clerk of Court is an at-will employee who serves at the pleasure of the Court and, as a general rule, can be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this job announcement. Due to the anticipated number of applications, the Court only will communicate with the best qualified applicants who are invited for a personal interview. Final candidate will be subject to a full FBI background check and investigation and retention in the position will depend upon favorable subsequent periodic reinvestigations. The Federal Financial Management Reform Act of 1994 mandates that net salary payments be transferred electronically [direct deposit].

Web site Address: WWW.INSB.USCOURTS.GOV

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER